



## UNITED STATES DISTRICT COURT

WESTERN DISTRICT OF WASHINGTON  
OFFICE OF THE CLERK  
U.S. COURTHOUSE  
700 STEWART STREET, SUITE 2310  
SEATTLE, WASHINGTON 98101  
(206) 370-8400

**WILLIAM M. MCCOOL**  
District Court Executive  
Clerk of Court

**LORI LANDIS**  
Chief Deputy Clerk

### PETITION FOR ADMISSION TO PRACTICE INSTRUCTIONS

Complete and return the Petition for Admission to Practice:

- Form is fillable using Adobe Acrobat Reader
- Oath of Attorney must be notarized.
- Certificate of Recommendations – to be completed by members of our bar.
- Registration form for the Court's Electronic Case Filing (ECF) system.

Submit completed Petition for Admission to Practice along with the required \$226 filing fee to:

Clerk, United States District Court  
Western District of Washington  
U.S. Courthouse  
Attn: Attorney Admissions  
700 Stewart Street, Suite 2310  
Seattle, WA 98101

Acceptable forms of payment include – Credit card, money order or checks made payable to Clerk, U.S. District Court.

Once the completed packet is received, verified and processed, a Certificate of Admission will be mailed and your ECF login and password will be e-mailed.

For questions, please contact the attorney admissions clerk.

Dana Scarp  
Phone: 206-370-8862  
E-mail: [dana\\_scarp@wawd.uscourts.gov](mailto:dana_scarp@wawd.uscourts.gov)

## PETITION FOR ADMISSION TO PRACTICE

COMES NOW \_\_\_\_\_, Washington  
States Bar ID Number \_\_\_\_\_, and respectfully petitions the above-entitled court for  
admission to practice before the Bar of this Court. In support of said petition, the Petitioner  
states as follows:

Petitioner's residence address is:

\_\_\_\_\_  
\_\_\_\_\_

Petitioner's firm name is:

\_\_\_\_\_

Petitioner's business address is: (include suite number, city, state & zip code)

\_\_\_\_\_  
\_\_\_\_\_

Petitioner's primary e-mail address is: \_\_\_\_\_

Business telephone number with area code is: \_\_\_\_\_

From the time of Petitioner's admission by the Supreme Court of Washington on  
\_\_\_\_\_, Petitioner has been engaged in the practice of law  
at \_\_\_\_\_ (city & State).

Petitioner submits herewith the certificates of two reputable members of the Bar of the  
above-entitled Court, setting forth what said members know of Petitioner's experience.  
Petitioner certifies that he/she has read the Federal Rules of Civil and Criminal Procedures and  
the Local Rules of the above Court.

Wherefore, Petitioner herein respectfully petitions that he/she be admitted to practice  
before the Bar of the United States District Court for the Western District of Washington.

## OATH OF ATTORNEY

I, \_\_\_\_\_, Petitioner herein, being first duly sworn, on oath depose and say: That I have read the foregoing petition and that the facts stated therein are true of Petitioner's own knowledge.

Further, "I solemnly swear or affirm that as an attorney and officer of this Court, I will support and defend the Constitution and the laws of the United States, I will conduct myself in an honest and ethical manner at all times, and I will faithfully serve my clients and this Court, honoring the principles of respect, justice, and equality for all."

\_\_\_\_\_  
Signature of Applicant

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ ) ss.

SUBSCRIBED and SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_.

(SEAL)

\_\_\_\_\_  
Notary Public in and for the State of

\_\_\_\_\_  
residing at \_\_\_\_\_

My commission expires: \_\_\_\_\_

## CERTIFICATE OF RECOMMENDATION

I, the undersigned \_\_\_\_\_,  
Washington State Bar Number \_\_\_\_\_ hereby certify that: I am admitted to practice  
as a member of the Bar of this Court. I have known \_\_\_\_\_  
personally for \_\_\_\_\_ years (or \_\_\_\_\_ months), and Petitioner is a person of good moral  
character. I recommend the admission of the Petitioner to the Bar of this Court.

\_\_\_\_\_  
Your Signature

Firm Name: \_\_\_\_\_

Firm Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**CERTIFICATE OF RECOMMENDATION**

I, the undersigned \_\_\_\_\_,  
Washington State Bar Number \_\_\_\_\_ hereby certify that: I am admitted to practice  
as a member of the Bar of this Court. I have known \_\_\_\_\_  
personally for \_\_\_\_\_ years (or \_\_\_\_\_ months), and Petitioner is a person of good moral  
character. I recommend the admission of the Petitioner to the Bar of this Court.

\_\_\_\_\_  
Your Signature

Firm Name: \_\_\_\_\_  
Firm Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_



## ATTORNEY REGISTRATION FORM FOR THE ELECTRONIC CASE FILING (ECF) SYSTEM

Name: \_\_\_\_\_ Washington State Bar ID Number: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Primary E-mail Address: \_\_\_\_\_

Secondary E-mail Address: \_\_\_\_\_

By submitting this registration form, the undersigned understands and agrees to the following:

1. The CM/ECF system is to be used for filing and reviewing electronic documents, docket sheets, and notices.
2. The password issued to you by the court, combined with your login, serves as your signature under Federal Rule of Civil Procedure 11. Therefore, you are responsible for protecting and securing this password against unauthorized use.
3. If you have any reason to suspect that your password has been compromised in any way, you are responsible for immediately notifying the court. Members of the court's systems staff will assess the risk and advise you accordingly.
4. By signing this Registration form, **you consent to receive notice electronically, and to waive your right to receive notice by personal service or first class mail pursuant to Federal Rule of Civil Procedure 5(b)(2)(C), except with regard to service of a complaint and summons.** This provision does include electronic notice of the entry of an order or judgment.
5. You will continue to access court information via the Western District of Washington's internet site or through the Public Access to Court Electronic Records (PACER) system. You will continue to need a PACER login, in addition to the court-issued password. You can register for PACER at their web site: <http://pacer.psc.uscourts.gov>
6. By this registration, the undersigned agrees to abide by the rules and regulations in the most recent General Order, the Electronic Filing Procedures developed by the Clerk's Office and any changes or additions that may be made to such administrative procedures in the future.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

**UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF WASHINGTON**

.....  
**PAYMENT FORM**  
.....

**PLEASE SUBMIT PAYMENT ALONG WITH COMPLETED  
PETITION OF ADMISSION IN THE AMOUNT OF \$226 TO:**

Clerk, United States District Court  
Western District of Washington  
U.S. Courthouse  
Attn: Attorney Admissions  
700 Stewart Street, Suite 2310  
Seattle, WA 98101

- |                                                                                                                                              |                                                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Personal Check</li><li>• Money Order</li><li>• Cashier's Check</li><li>• Credit/Debit Card</li></ul> | <p>Make Check payable to:</p> <p>Clerk, U.S. District Court</p> |
|----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|

**Credit/Debit Card Authorization**

\_\_\_\_\_ Visa    \_\_\_\_\_ Mastercard    \_\_\_\_\_ American Express

Name on Card: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ 3 digit Security Code: \_\_\_\_\_

Billing Address: \_\_\_\_\_

\_\_\_\_\_

***I authorize payment of \$226.00 by credit card.***

\_\_\_\_\_  
Signature